



## **[ SEQ CHAPTER \h \r 1]Meeting Request Form for Administrator Scott Pruitt**

**Today's Date:** 4/21/2017

**Requesting Office:** Office of International and Tribal Affairs

**Title of the Meeting:** Coordination with White House on G7 Environment Ministers Meeting

**Purpose:** To ensure a consistent U.S. government approach across all G7 Ministerial meetings, Ken Juster, Deputy Assistant to the President and the U.S. "Sherpa" for the G7/G20, is requesting meetings with each Cabinet Official participating in a G7 Ministerial. As the "Sherpa", DAP Juster is responsible for preparing the negotiated outcome on behalf of POTUS for the Leaders Summit and is directing the overall U.S. G7 and G20 engagement.

**Role of the Administrator:** This meeting is for the Administrator, or his designee, to receive White House guidance on G7 Ministerial meetings.

**Background:** Administrator Pruitt will be the Head of Delegation for the United States at the G7 Environment Ministers Meeting (EMM) in Bologna, Italy on June 10-12. The EMM will be the first G7 Ministerial meeting to take place following the G7 Leaders Summit which POTUS is scheduled to attend on May 26-27. Significant topics for the EMM include the Paris Agreement and climate financing, sustainable development, resource efficiency, and marine litter. EPA staff have been coordinating closely with the White House's National Security Council and other Departments on the negotiated EMM Communique to be adopted at the Environment Ministers meeting in Bologna. We anticipate agreement on a number of the topics, but we are waiting for White House guidance on issues related to the Paris Agreement and climate financing.

We recommend that this meeting with DAP Juster take place the week of May 29, which would be immediately after the Leaders Summit and prior to the Administrator's departure for Italy. By doing so, EPA would benefit from the most up-to-date White House policy guidance, including language agreed to by POTUS at the Leaders Summit.

**Last possible date for the meeting:** June 2, 2017.

**Is the meeting urgent and if so why:** This meeting is time sensitive but not yet urgent.

**Requested Time Length:** 45 minutes.

*NOTE: Meeting request forms should be submitted to [ [HYPERLINK "mailto:scheduling@epa.gov"](mailto:scheduling@epa.gov) ]. The AO Special Assistant who covers your office must be copied on the request. All briefing material must be sent to your AO Special Assistant by 3:00 pm the day before your meeting, or to OCIR 48 hours in advance. If briefing materials are not submitted on time, we may need to reschedule your briefing.*

**EPA Staff (Required):** OITA: Acting Assistant Administrator Jane Nishida  
AO: Chief of Staff Ryan Jackson and/or Associate Administrator Samantha Dravis

**EPA Staff (Optional):** OITA: Hodayah Finman, G7 EMM Lead

**External Participants:** Ken Juster, Deputy Assistant to the President, National Security Council

**Teleconference Required:** No.

**Video Conference Required:** No.

**Point of Contact for the Meeting:** Jane Nishida, 202-564-1531

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